

Document Checklist



Thank you for being willing to support a foster family by becoming certified to provide short-term childcare. You are truly and extremely valuable to our families and kids! There are several documents that you will need to secure before training day. We are committed to helping you get each document ready to go. Please let us know if you have any questions at all along the way.

ALL documents must be collected for EACH individual who is getting certified, unless noted otherwise.

Round 1 Documents –

Document	Notes:	Copies Needed	From Who?	<input checked="" type="checkbox"/>
Joint Certification Application	Electronic Copy	1 emailed to your primary agency	Each person getting certified	
Joint Certification Applications - Skip Sections 5, 6 an 7	Foster child will not be allowed to stay alone with persons who only submit this version of the application	1 emailed to your primary agency	Every person 14 years old and up in the home	
Driver's License - Copy	Electronic Copy Place on same page as SS card	1 emailed to your primary agency	Each person getting certified	
Social Security Card - Copy	Electronic Copy Place on same page as DL	1 email to your primary agency	Each person getting certified	

Once you have collected all the First Round documents, you will submit them via email to ONLY your primary agency. The email addresses for each agency are listed below. This will initiate the fingerprinting process. You will be contacted by FAST MorphoTrust to complete your fingerprinting. You will be responsible to pay FAST MorphoTrust \$37 for EACH person 14 years of age or older living in the home where the foster child will be watched.

(Continued On Next Page)

Round 2 Documents -

Collect these documents while waiting on your fingerprint appointment. Bring ALL documents with you on training day.

Document	Notes:	Copies Needed	From Who?	<input checked="" type="checkbox"/>
Reference Letter #1	This should be from your identified foster family when possible	3 copies + 1 for your records	Each person getting certified	
Reference Letter #2		3 copies + 1 for your records	Each person getting certified	
Reference Letter #3		3 copies + 1 for your records	Each person getting certified	
Photo Page	Photo of your kitchen, bedroom, street view of house and back of house. All of these arranged on one page, printed and in color.	3 copies + 1 for your records	Each person getting certified	
Out-Of-State Background Check	If you have lived outside of Texas in the past 5 years.	Contact your paperwork support person if this is needed		
Pet Vaccinations		3 copies + 1 for your records	Each person getting certified	

Document	Notes:	Copies	From Who?	<input checked="" type="checkbox"/>
Car Insurance - Copy	Paper Copy	3 copies		
Driver's License - Copy	Paper Copy	3 copies		
Social Security Card - Copy	Paper Copy	3 copies		
Joint Certification Application - Copy	Paper Copy			
Background Check - Copy	Paper Copy			

TB test Results*	Paper Copy (Must be from the last 8 months)			
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Round 3 Documents -

These will be given upon completion of training day.

Document	Notes:	Copies	From Who?	✓
Trauma Informed Training	Provided after Training day	Completion Document		
Psychiatric Medication Training	Provided after Training day	Completion Document		
Transportation Training	Provided after Training day	Completion Document		
Environmental Checklist	Provided after Training day	1 per agency		
DFPS Discipline Policy	Provided after Training day	1 per agency		
CPR/First Aid Training Card - Copy	Provided after Training day	1 per agency		

Agency Contact Information -

Agency	Representative	Email
Child Protective Services	Lauren McBee	lauren.mcbee@dfps.state.tx.us
Circles of Care	Kirsten Wigley	kwigley@circlesofcare.org
Depelchin	Patricia L. Grose	pgrose@depelchin.org
Divinity Family Services	Adriane R. Baan	abaaan@divinityfamilyservices.com
Giocosa	Heather Greenwood	heather.greenwood@giocosa.org
Helping Hand Home	Kristi Duck	kduck@helpinghandhome.org
Pathways	Cynthia Bartholomew	cbartholomew@pathway.org
PCHAS	Anita Hall	anita.hall@pchas.org
SAFE	Carol Strychalski	cstrychalski@safeaustin.org

The Settlement Home	Megan Zellner	maveryzellner@settlementhome.org
STARRY	Rebekah Newman	rebekah.newman@starry.org
Upbring	Alissa Perez	alissa.perez@upbring.org
Arrow	Kirsten Hensley	kirsten.hensley@arrow.org

Reference Letter Template

(If both individuals in a couple are being certified, a joint reference letter may be written for both. There must be three different letters from three different individuals.)

Template

(Insert Date)

To Whom It May Concern,

This letter should stand as a character reference for _____. I have known this person(s) for _____ years.

Provide a few paragraphs including the following information -

- Describe the context in which you have know the person or the couple
- Include 2-3 positive character qualities about the person(s)
- Describe why you believe this person/couple can be trusted to responsibly babysit children
- List anything else that you consider important to share that would qualify this person

(Your Name)

(Title or relationship of the person(s) you are writing about)

(Physical Address)

(Email Address)

(Phone Number)

How, Where & Why

FBI Fingerprints-

Once the joint certification application is submitted to the ONE primary agency you choose, that agency will initiate the fingerprinting process. FAST MorphoTrust, the fingerprinting company, will contact you with appointment options. Once you get your fingerprints complete, other agencies you choose will be able to access these prints and run a background check.

This appointment will take approximately 10-20 minutes. You may bring children along to the fingerprinting appointment. Fingerprints are required for anyone getting certified to be a foster care babysitter AND for **anyone 14 years or older living in the home where a foster care child may stay for ANY length of time.**

Reminder, any person who does not complete the babysitter certification CANNOT be left alone with a foster child.

Pet Vaccinations -

You can provide a copy of all the vaccines of your pet(s). You can also bring a simple document from your veterinarian stating that your pet(s) are up to date with their vaccinations. The document must be dated.

Photos of your Home-

Place the following photos on a single page and print 3 color copies.

- Kitchen – include as much as possible
- A bedroom where the child might sleep if staying overnight
- Front of house from street view
- Back of house

If you live in an apartment, take a photo of the front and back of the floor you live on with a view of the front door, back patio/door and windows.

CPR and First Aid -

If you are already CPR and First Aid certified, you may use your certification if it does not expire in the next 12 months. You will not have to take that portion of the training. Make 3 copies before the day of training.

If you do plan on taking the CPR/First Aid course, you will receive your attendance documents that day.

TB Test -

If you have completed a TB test recently, you will need to make 3 copies of the results before training day. The results must be less than 8 months old or less.

Driver's License, Social Security Card and Car Insurance

You will need 3 copies of your driver's license, social security card and car insurance for training day. Please place them all on one page.

Trauma-Informed training, Psychiatric Medication training and Transportation Training

These will be completed on training day. You will be sent a copy of the certifications.